

## Missouri Office of Information Technology

<b>Information Technology Project Oversight Policy</b>	<b>Document Number:</b> <b>ITGS0016</b>
	<b>Effective Date:</b> <b>11/30/2004</b>
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### 1.0 Purpose

This policy directive obligates State of Missouri agencies to institute a policy that requires oversight of large information technology projects consistent with the Missouri Project Oversight Methodology.

This policy directive also obligates all agencies to include in their budget requests for large information technology projects a budget line item equivalent to 4% of the total project cost to cover the Oversight Program costs. The Oversight Program is to be administered through the Office of Information Technology using the Missouri Project Oversight Program methodology.

This directive is consistent with the Office of Budget and Planning's Budget Instructions related to information technology projects.

### 2.0 Scope

The scope of the Information Technology Oversight Program Policy applies to all State of Missouri agencies. Projects specifically covered by this policy include those which agencies are undertaking where:

- the IT project and investments have a total cost of \$100,000 or more, including the cost of state employee time;
- the project is a request for additional funding for an existing IT project that now causes the project to have a total cost of \$100,000 or more; and/or
- the IT project and investments are critical in nature or have a major impact on a state governmental agency.

### 3.0 Background

At the request of the Division of Budget and Planning, the Office of Information Technology, the Chief Information Officer, and the Information Technology Advisory Board established a structured methodology of Project Oversight designed as a service program to help ensure the successful implementation of information technology projects in the State of Missouri.

The establishment of this program, approved by the Information Technology Advisory Board on April 28, 2004, is the result of goals set forth in the State's IT Strategic Plan pertaining to the effective and efficient use of information technology within the State.

The Division of Budget and Planning will submit a copy of information technology decision items to the Office of Information Technology. For large information technology projects the Office of Information Technology is responsible for administering oversight using the Missouri Project Oversight Program methodology.

### 4.0 References

- **Fiscal Year Budget Instructions**  
Division of Budget and Planning Website
  - <http://www.oa.mo.gov/bp/budget.htm>
- **Missouri Project Oversight Program Methodology**  
OIT Website
  - <http://oit.mo.gov/business%20solutions/project%20oversight.html>
- **April 28, 2004 ITAB Meeting Minutes**  
ITAB Website
  - [http://oit.mo.gov/itab/minutes/ab\\_04\\_04.pdf](http://oit.mo.gov/itab/minutes/ab_04_04.pdf)

### 5.0 Revision History

Date	Description of Change
11/30/04	Original Policy Directive Issued – Version 1.0

### 6.0 Definitions

Project Oversight: an *independent* review and analysis to determine if the project is on track to be completed within the estimated schedule and cost, and will provide the functionality required by the sponsoring business agency.

State of Missouri Agencies: departments, divisions, agencies, bureaus, units, commissions, boards, or institutions.

Information Technology Project: a project for a major computer, telecommunications, or other information technology improvement with an estimated cumulative cost of \$100,000 or more and includes any such project that has proposed expenditures for: (1) new or replacement equipment or software; (2) upgrade improvements to existing equipment and any computer systems, programs, or software upgrades therefore; or (3) data or consulting or other professional services for such a project.

## **7.0 Authority Source**

Executive Order 03-26

[http://sos.mo.gov/library/reference/orders/2003/eo03\\_026.asp](http://sos.mo.gov/library/reference/orders/2003/eo03_026.asp)

## **8.0 Inquiries**

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